



AGENDA ITEM

Consent Agenda

REPORT TO: Work Session (08/11/25)

REPORT TO: Voting Meeting (08/14/25)

ITEM NO: 463/2025

SUBJECT: Approve the Hall County Employee Personnel Policies and Procedures Manual; authorizing the Chairman to approve all related documents subject to the review and approval of the County Attorney.

Meetings:

Work Session Date: 08/11/25

Voting Meeting Date: 08/14/25

Executive Summary:

Presenter: DLJ

Recommendation:
Department recommends approval of this agenda item.

Purpose of Request:
Purpose of this request is to seek approval of the Hall County Employee Personnel Policies and Procedures Manual.

History:
The County currently has an Employee Handbook which was last revised in September of 2019.

Facts and Issues:
The current handbook is being revised and entitled as the Hall County Employee Personnel Policies and Procedures Manual.

Options:

A review was conducted by Human Resources, Freeman Mathis & Gary Law Firm, and the County's Legal Department.

Some of the changes reflect a detailed table of contents; restructuring of content to create a more user friendly tool; incorporation of a glossary of terms; updated content based on legal and regulatory compliance; and updates to enhance clarity, efficiency, and employee experience.

Funding Requested \$ 0.00
Are funds within current budget? Yes
Source of Funds

Does the action involve a Resolution, Ordinance, Contract, Agreement, etc.?

No

Has it been reviewed by the County Attorney?

Yes

Is there a deadline for this item?

Approvals:

Submit	Approve	Budget	Finance
LJ	LJ	JM	TS
Attorney	Administration	Clerk	
WLI	CR	JR	

Attachments:

Personnel and Policy Procedures Manual



**HALL COUNTY BOARD OF COMMISSIONERS
FINANCIAL SUPPLEMENT REPORT**

AGENDA ITEM 463/2025

Funds Requested: \$ 0.00

Request Budgeted: Yes

Proposed Source of Funding:

Budget Transfer Requested:

No

Funding Source Items:

Budget Transfer Items:

Additional Information/Comments:

Late agenda item due to additional discussion regarding Manual.

Contact for Questions: DLJ

Phone:

770-531-6712